

Position Description

Position title:	Biospecimens Program Manager
Date established:	May 2017
Reports to:	Head, Research Assets Division
Direct reports:	Nil
Employment status:	Part-Time (0.6 FTE or more – 12 months' contract)

Background

The Sax Institute is a leading Australian expert in helping decision makers find and make best use of research to solve real-world health and social problems.

We connect individuals and organisations with research, we build research platforms that generate new knowledge for use in decision making, and we lead thinking and knowledge around how to ensure more research has a real-world impact.

We are not a research institute but rather, a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

Program Area– Biospecimens

This position provides high-level support to the Research Assets Division in the area of biospecimens program development and business operations.

The Research Assets Program Area has primary responsibility for the following Institute goals:

- Build and maintain research assets that enable high-quality research and produce new knowledge for decision making
- Drive research that contributes to policy, program and service delivery decisions.

Purpose of position

This is an exciting opportunity to work as a Program Manager developing and implementing a Biospecimens Program across NSW.

This new position will lead activities currently being undertaken within the Sax Institute to build a Biospecimens Program to support high quality genetic, biomedical and clinical research. The position holder will develop operational practices, program implementation strategies and promote the program.

The Program Manager must be able to establish strong working relationships with staff at all levels of the Sax Institute with a particular emphasis on the 45 and Up Study team and researchers from the genetic, biomedical and clinical research sector as well as the NSW Ministry of Health.

This successful candidate will require high level communication skills to engage with multiple internal and external stakeholders.

Key accountabilities

Key accountabilities	Performance expectations
Lead the development of the Biospecimens Program and implement and monitor business and operational plans and budgets	Strategic intent developed and operational plans aligned to strengthen intent
Oversee and manage program reporting to management and funders of the Biospecimens Program	Reporting on time to funders and implementing sound management practices
Lead and participate in development, communications and promotional activities to increase use of the Biospecimens collective by researchers	Develop high quality promotional resources and successfully build interest in the collection
Monitor and analyse operational practices, processes and guidelines to maintain their effectiveness and develop improvement strategies	Processes and guidelines effective in managing the Biospecimens Program
Prepare submissions and other resources to ensure the continued support and viability of the Biospecimens Program	High quality submissions prepared
Assist in submissions for other relevant funding opportunities in the Research Assets division	High quality submissions prepared

Qualifications, Skills, Experience and Personal qualities (Selection criteria - Essential)

To be successful for the position of Program Manager, you should demonstrate the following technical and behavioral competencies:

- Tertiary qualifications and experience in a relevant discipline (clinical research, biomedical science or similar) and Project Management and/or demonstrated extensive work experience and capability in providing project delivery at a senior level
- Demonstrated high level oral and written communication skills, organisational, relationship management skills and ability to communicate effectively with diverse stakeholder groups, as well as evidence of relationship building skills
- High level knowledge and understanding of quality systems and implementation
- Experience or knowledge of Biospecimens and the Biospecimens landscape in NSW and the key factors contributing to Biospecimens success. Must have a strong interest in Biospecimens/research administration and scientific/clinical research
- Demonstrated ability to respond, adapt and cope with changing priorities and demands in a multidisciplinary work environment and work cohesively within those teams
- Demonstrated ability to prioritise competing tasks, meet deadlines and achieve project targets within budget.

Challenges

- Negotiate a complex authorising environment to increase the volume and availability of biospecimens for research
- Remain up-to-date with policy and practice developments in biospecimens collection, storage and research

Key stakeholders and relationships

- Researchers with an interest in using biospecimens for research purpose
- Senior members of government agencies with an interest in biospecimens

Key meetings/committees/working groups

- Division Meetings as required